

From: [Coltrain, Katrina](#)
To: [Little, Bill](#)
Subject: RE: Wilcox Open House--reschedule
Date: Tuesday, September 22, 2015 1:58:02 PM

She may have just seen that Oct 21 was not available because I had requested that time. Please check that we only have Oct 21 reserved.

thanks

Katrina Higgins-Coltrain
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From: Little, Bill
Sent: Tuesday, September 22, 2015 1:55 PM
To: Coltrain, Katrina
Subject: RE: Wilcox Open House--reschedule

Katrina,
I was on travel and out of the office for a few days, and hadn't changed the date yet. I changed it today. I don't know who you spoke with, the Library Manager, Donna Lawrence, is in charge of making the decision if the Library will stay open past the closing time of 6 pm. I always ask to speak to her to be assured that things get changed on the proper Calendar. She did in fact have my Oct 15 date and I changed it to Oct 22. I can call her back and change it again, but she did not have the date of Oct. 21.

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From: Coltrain, Katrina
Sent: Tuesday, September 22, 2015 1:19 PM
To: Little, Bill; Downham, Todd
Subject: RE: Wilcox Open House--reschedule

Bill, I was not sure when you would be back in the office, and Todd needed to submit information to management so I called the library this morning to see when we were scheduled. According to the library, we were on the schedule for Oct 15 and no other time. So I asked her to cancel Oct 15 and put us down for Oct 21.

Now your email is indicating Oct 22. Please check with the library and make sure we are not double booked. Oct 21 is the preferred day.

thanks

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From: Little, Bill
Sent: Tuesday, September 22, 2015 12:52 PM
To: Coltrain, Katrina; Downham, Todd
Subject: RE: Wilcox Open House--reschedule

October 22, Thursday 5 to 7

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From: Coltrain, Katrina
Sent: Monday, September 21, 2015 8:59 AM
To: Little, Bill; Downham, Todd
Subject: RE: Wilcox Open House--reschedule

Bill, what date and time were you able to reserve for the meeting?

thanks

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From: Little, Bill
Sent: Monday, September 14, 2015 9:41 AM
To: Coltrain, Katrina; Downham, Todd
Subject: RE: Wilcox Open House--reschedule

I have meetings both those days in New Mexico (OCT 21 & 22) so I would not be able to attend. The Meeting is schooled on Oct 15.

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From: Coltrain, Katrina
Sent: Monday, September 14, 2015 9:37 AM
To: Little, Bill; Downham, Todd
Subject: RE: Wilcox Open House--reschedule

Not sure what your email means, but I am wondering if we can reschedule to open house from Oct 14 to either Oct 21 or Oct 22. It will only be one evening meeting. The meeting would be in Bristow, OK.

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From: Little, Bill
Sent: Monday, September 14, 2015 9:31 AM
To: Coltrain, Katrina; Downham, Todd
Subject: RE: Wilcox Open House--reschedule

I can't I have meeting in New Mexico both of those days.

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From: Coltrain, Katrina
Sent: Monday, September 14, 2015 9:12 AM
To: Downham, Todd; Little, Bill
Subject: Wilcox Open House--reschedule

Bill/Todd, can we do this on Oct 21 or 22?

Travel was changed and this works better.

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